

NEW HAMPSHIRE NATIONAL GUARD
TECHNICIAN PERSONNEL REGULATION
NUMBER 630-10**ALTERNATE WORK SCHEDULE**

1. **PURPOSE:** This regulation establishes procedures for alternate work schedules (AWS) for federal employees of the New Hampshire National Guard. This regulation supplements NHNG TPR 610-630 and supersedes NHNG TPR 630-10 Alternative Work Schedule, dated 1 January 2005 and all changes.
2. **REFERENCES:** NGB TPR 990-2; PART 610, 5 Code of Federal Regulations (CFR); Section 6106, Title 5, United States Code (USC); and Executive Order 11582.
3. **SCOPE:** This regulation applies to all full-time federal employees and units of the New Hampshire National Guard. Appendices contain additional specific guidance for the Air (Appendix A) and Army (Appendix B) Guard.
4. **OBJECTIVES:** Meet mission requirements and customer service needs, while improving employees' work schedules and utility usage.
5. **GENERAL:** Approval authority of the AWS rests with the Adjutant General of New Hampshire. Supervisors will approve individuals to participate in AWS as long as unit operations, safety and missions are not adversely impacted. With an AWS, employees can gain more time for family, community and education. The AWS is also a useful recruitment and retention tool.
6. **DEFINITIONS:**
 - **Alternate Work Schedule:** A term which jointly refers to flexible and compressed work schedules. The New Hampshire National Guard offers employees a compressed work schedule. Flexible work schedules do not apply.
 - **Flexitour:** A flexible schedule in which an employee, having once selected starting and stopping times within the flexible time bands, continues to adhere to these times.
 - **Compressed Work Schedule:** The scheduling of work hours in excess of eight hours per day to meet an 80-hour biweekly basic work requirement in less than ten work days.
 - **Administrative Workweek:** The administrative workweek is seven consecutive calendar days beginning at 0001 hours on Sunday and ending at 2400 hours on the following Saturday.
 - **Administrative Pay Period:** The days and hours of an administrative pay period which make up the regularly scheduled eighty-hour pay period.

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- **Regular Tour of Duty:** There are two regular tours of duty established for full time employees of the New Hampshire National Guard. The first is ten eight-hour days per pay period. The second is a compressed schedule with eight nine-hour days and one eight-hour day per pay period.

7. **AWS HOLIDAYS:** Per Title 5 USC and Executive Order 11582, specific regulations apply to holidays within an alternate work schedule.

a. When a holiday falls on a day that an employee is regularly scheduled to work under a compressed work schedule, the scheduled workday is the employee's holiday.

(1) If the employee is covered by a compressed work schedule, the employee's holiday will comprise the number of hours the employee is regularly scheduled to work that day.

(2) A technician who is required to work on a regularly scheduled work day that is a holiday receives holiday premium pay for working on the holiday and is not entitled to an in lieu of holiday. If the technician is covered by a compressed work schedule, the technician is entitled to holiday premium pay for the number of hours he or she is regularly scheduled to work that day.

b. When a holiday falls on a non-work day for an employee covered by a compressed work schedule and:

(1) The holiday falls on Sunday, the first regularly scheduled work day following the Sunday holiday is the employee's in lieu of holiday, i.e. holiday is Sunday, the in lieu of day is Tuesday if Monday is the regular non-work day; or Monday if Friday is the regular non-work day.

(2) The holiday is not a Sunday, the last regularly scheduled work day preceding the holiday is the employee's in lieu of holiday, i.e. if Monday is the regular non-workday and the holiday is Saturday or Monday, the in lieu of day is Friday; or if Friday is the regular non-work day and the holiday is Friday or Monday, the in lieu of day is Thursday.

FOR THE ADJUTANT GENERAL

//Signed//

DEBORAH L. CARTER
Col, JFHQ- NH
J1/Human Resource Officer

ANNEX A-1
NHANG ALTERNATE WORK SCHEDULE
CALENDAR
 2006

1. The following is the CY 2006 Alternate Work Schedule for the NHANG. This schedule was derived taking into consideration planned activities during the year including UTA's, SUTA's, and holidays.
2. Some pay periods have only one AWS day designated because of a major holiday occurring during that period.
3. The primary AWS is designated by a "(P)"; the secondary AWS is designated by an "(S)" and an AWS for all is designated by "(ALL)" following the listed date.
4. The Calendar Year 2006 Alternate Work Schedule for the NHANG is:

NHANG Alternate Work Schedule
 Calendar Year 2006

PAY PERIOD	AWS DATES(S)	8 HOUR DAY
8 – 21 Jan 2006	13 Jan (S) 17 Jan (P)	20 Jan
22 Jan – 4 Feb	27 Jan (S) 30 Jan (P)	3 Feb
5 – 18 Feb	10 Feb (S) 13 Feb (P)	17 Feb
19 Feb – 4 Mar	24 Feb (S) 21 Feb (P)	3 Mar
5 – 18 Mar	10 Mar (S) 13 Mar (P)	17 Mar
19 Mar – 1 Apr	24 Mar (S) 27 Mar (P)	31 Mar
2 – 15 Apr	14 Apr (S) 3 Apr (P)	7 Apr
16 – 29 Apr	28 Apr (S) 17 Apr (P)	21 Apr
30 Apr – 13 May	12 May (S) 1 May (P)	5 May
14 – 27 May	26 May (S) 15 May (P)	19 May
28 May – 10 Jun	9 Jun (S) 30 May (P)	2 Jun

PAY PERIOD	AWS DATES(S)	8 HOUR DAY
11 – 24 Jun	16 Jun (S) 12 Jun (P)	23 Jun
25 Jun – 8 Jul	7 Jul (S) 3 Jul (P)	30 Jun
9 – 22 Jul	14 Jul (S) 17 Jul (P)	21 Jul
23 Jul – 5 Aug	28 Jul (S) 31 Jul (P)	4 Aug
6 – 19 Aug	11 Aug (S) 14 Aug (P)	18 Aug
20 Aug – 2 Sep	1 Sep (S) 28 Aug (P)	25 Aug
3 – 16 Sep	15 Sep (S) 5 Sep (P)	8 Sep
17 – 30 Sep	29 Sep (S) 18 Sep (P)	22 Sep
1 – 14 Oct	6 Oct (S) 10 Oct (P)	13 Oct
15 – 28 Oct	20 Oct (S) 23 Oct (P)	27 Oct
29 Oct – 11 Nov	9 Nov (S) 30 Oct (P)	3 Nov
12 – 25 Nov	24 Nov (ALL)	17 Nov
26 Nov – 9 Dec	8 Dec (S) 27 Nov (P)	1 Dec
10 Dec – 23 Dec	22 Dec (S) 11 Dec (P)	15 Dec
24 Dec – 6 Jan 07	29 Dec (S) 26 Dec (P)	5 Jan 07

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ANNEX B-1
NHARNG ALTERNATE WORK SCHEDULE
CALENDAR 2006

1. The following is the CY06 Alternate Work Schedule for the NHARNG. A primary and secondary AWS has been identified per pay period. Offices involved in soldier service will have coverage on both AWS days and use the secondary AWS schedule to manage this. All other members should be on the Primary AWS schedule.
2. Members are either on the Primary or Secondary schedule. If a supervisor needs to bring someone in on his or her AWS, compensatory time is authorized. A long-term change in schedule (from primary to secondary or vice versa) is authorized to meet the needs of soldier service, but is limited to one change per year.
3. Two pay periods have only one AWS day designated: 3 Jul 06 and 24 Nov 06. Additionally, when the AWS occurs on a Monday holiday, the holiday is the previous Friday.
4. CY06 Alternate Work Schedule for NHARNG:

Pay Period	Primary AWS (Monday Schedule)	Secondary AWS (Friday Schedule)	8 Hour Day
8 Jan – 21 Jan 06	13 Jan 06 Holiday 16 Jan 06 AWS	13 Jan 06	20 Jan 06
22 Jan – 4 Feb 06	30 Jan 06	27 Jan 06	3 Feb 06
5 Feb – 18 Feb 06	13 Feb 06	10 Feb 06	17 Feb 06
19 Feb – 4 Mar 06	27 Feb 06	24 Feb 06	3 Mar 06
5 Mar – 18 Mar 06	13 Mar 06	10 Mar 06	17 Mar 06
19 Mar – 1 Apr 06	27 Mar 06	24 Mar 06	31 Mar 06
2 Apr – 15 Apr 06	10 Apr 06	7 Apr 06	14 Apr 06
16 Apr – 29 Apr 06	24 Apr 06	21 Apr 06	28 Apr 06
30 Apr – 13 May 06	8 May 06	5 May 06	12 May 06

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14 May – 27 May 06	22 May 06	19 May 06	26 May 06
28 May – 10 Jun 06	5 Jun 06	2 Jun 06	9 Jun 06
11 Jun – 24 Jun 06	19 Jun 06	16 Jun 06	23 Jun 06
25 Jun – 8 Jul 06	3 Jul 06	3 Jul 06	7 Jul 06
9 Jul – 22 Jul 06	17 Jul 06	14 Jul 06	21 Jul 06
23 Jul – 5 Aug 06	31 Jul 06	28 Jul 06	4 Aug 06
6 Aug – 19 Aug 06	14 Aug 06	11 Aug 06	18 Aug 06
20 Aug – 2 Sep 06	28 Aug 06	25 Aug 06	1 Sep 06
3 Sep – 16 Sep 06	11 Sep 06	8 Sep 06	15 Sep 06
17 Sep – 30 Sep 06	25 Sep 06	22 Sep 06	29 Sep 06
1 Oct – 14 Oct 06	6 Oct 06 Holiday 9 Oct 06 AWS	6 Oct 06	13 Oct 06
15 Oct – 28 Oct 06	23 Oct 06	20 Oct 06	27 Oct 06
29 Oct – 11 Nov 06	6 Nov 06	3 Nov 06	9 Nov 06 Thursday
12 Nov – 25 Nov 06	24 Nov 06	24 Nov 06	17 Nov 06
26 Nov – 9 Dec 06	4 Dec 06	1 Dec 06	8 Dec 06
10 Dec – 23 Dec 06	18 Dec 06	15 Dec 06	22 Dec 06
24 Dec 06 – 6 Jan 07	29 Dec 06 Holiday 1 Jan 07 AWS	29 Dec 06	5 Jan 07